

Financial Account Audit Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a financial account audit will be conducted for the period of [Insert Audit Period]. This audit is part of our commitment to ensuring transparency and accuracy in our financial reporting.

The audit will be carried out by [Insert Auditor's Name/Company], starting on [Insert Start Date] and is expected to conclude by [Insert End Date]. During this time, our auditors may request access to relevant financial documents and records.

We appreciate your cooperation and support throughout this process. If you have any questions or require further information, please do not hesitate to reach out to [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]